

UNIVERSITY OF HAWAI'I AT MĀNOA
CAMPUS CENTER BOARD ACTIVITIES COUNCIL
Meeting Agenda
Wednesday, October 2, 2019
AC Office 6:30 P.M.

- I. Call meeting to order at: 6:30 pm
- II. Council Members present: Joanna
- III. Advisors present: Lexy, Jeremey, Ashley, Moana, Ashley
- IV. Standing Items
 - A. Agenda - October 2, 2019
 - 1. Accept agenda as presented.
 - B. Minutes - September 25, 2019
 - 1. Accept the minutes as presented.
- V. Old Business:
- VI. New Business:
 - a. KTUH Co-Sponsorship
 - i. Liaison: Moana
 - ii. Event Date: Friday 10/4
 - iii. Location: Hawaiian Brians
 - iv. Event Shifts:
 - 1. 5:30pm - 8:30pm
 - 2. 8:00pm - 11:30pm
 - I. Angelica can do the second shift
 - II. Jermey 5:30pm to 6:30pm
- b. Wellness Fair
 - i. Lead: Angelica
 - ii. Event Date: Monday 10/7
 - iii. Location: Campus Center Courtyard
 - iv. Event Time: 11am-1pm
 - 1. Graphics are finally done.
 - 2. Still Awaiting layout.
 - 3. Go over agenda.
 - a. Food bar
 - b. Need to use ID scanners for acai bowls

- c. Angelica moves to give the vendors umbrellas and lunch boxes as gifts
 - i. Give out 12 umbrellas and 12 lunch boxes (one each representative) as thank you gifts

c. Movie Night: Frankenstein

- i. Lead: Jeremy
- ii. Event Date: Thursday 10/24
- iii. Location: Campus Center Ballroom
- iv. Event Time: 6pm-8:30pm
 - 1. Going to put it into Kaleo News to make their story
 - 2. Food is ordered
 - 3. Flyers, banners and graphics are done too
 - 4. Layout is finished
 - 5. Give-away items: Waterproof polaroid, Echo show five, Bose speakers
→ Costume contest
 - 6. Start advertising costume contest on social media
 - 7. EA advertise costume contest on social media
 - 8. One flavor at a time
 - 9. Tell Kent no at Frankenstein

d. Taste of Manoa

- i. Lead: Angelica, Lexy, and Amber
- ii. Event Date: Wednesday 10/30
- iii. Location: Campus Center Courtyard
- iv. Event Time: 5:30pm-7:30pm
 - 1. John's menu
 - 2. Advertising on napkin inserts at dining
 - 3. Coke to sample Fanta
 - 4. Brent to send out presale eblast
 - 5. Presale starts Monday, October 14th
 - 6. Need to contact departments for staff headcount (100 tickets available)
 - 7. Ka Leo has staffing for Photobooth--TBConfirmed with Ashley in coming days
 - 8. Need eventbrite link from Sarah
 - a. Need Graphics to put QR code of link onto graphics
 - 9. Make large tabloid-size map and menu for the corkboard at the entrance
 - 10. Make colorful signage on Canva for station signs (Amber?)
 - 11. Look at Spotify playlist and suggest edits please
 - 12. Sent out email for more volunteers
 - a. One response so far
 - 13. Promo items

- e. Makana o Manoa
 - i. Lead: Moana and Ashley
 - ii. Event Date: Thursday 11/07
 - iii. Location: Campus Center Courtyard
 - iv. Event Time: 5pm-8pm
 - 1. Reaching out to actual Hawaiians for the event
 - a. Game suggestions:
 - i. Hawaiian checkers
 - ii. Hawaiian bowling
 - 2. Make sure there's light stakes in the ground
 - 3. Finished the application -- waiting for Ally to send it out
 - 4. Ally will send out the E-blast
- f. Self Defense Workshop
 - i. Lead: Moana
 - ii. Event Date: Wednesday 11/13
 - iii. Location: Campus Center Executive Dining Room
 - iv. Event Time: 5:30pm-7pm
 - 1. No new updates
 - 2. Look into the snacks
- g. NovemBEAR
 - i. Lead: Jeremy and Amber
 - ii. Event Date: Thursday 11/21
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 5pm-7pm
 - 1. Layout set
 - a. Same as bearuary 2019, but added on 5 extra tables
 - 2. Still participating in back/forth with the graphic
 - 3. Bears are ordered
 - a. We can get scarfs for cheap
 - b. Reallocate the money from food
 - c. Find out the price for photo-ops
- h. Cram Jam
 - i. Lead: Angelica, Moana, Ashley, and Amber
 - ii. Event Date: Sunday 12/15 - Friday 12/19
 - iii. Location: Campus Center
 - iv. Event Time: 10pm-2am
 - 1. Massage Therapists (moana)
 - a. Ryan Izutsu & Smarha Lacy: **available all dates**
 - i. Insurance approved

- ii. 3rd party insurance approval done
 - iii. Insurance reimbursed (\$75 each)
 - b. Kauhi Hoopii: **available all dates**
 - i. Insurance approved
 - ii. 3rd party insurance approval done
 - c. Kauai Antone: **available all dates**
 - i. Waiting on insurance (followed up)
 - d. Micah Jingao: **available all dates**
 - i. Waiting on insurance (followed up)
 - 2. Graphics (main graphic, graphics for rooms, menus, coupons) & Snacks/Drinks (Ashley/moana)
 - a. Have a main graphic of what the rooms generally contain: have a small icon for the game room; small icon for physical games
 - 3. Midnight Breakfast & Dog Therapy (angelica)
 - i. Think about menu and the price
 - ii. Dog therapy: just be the point of contact
 - 4. Volunteers & Rooms (amber/jeremy)
 - i. Give them a room to study in
 - ii. Rooms: relatively hard/medium; you want to be creative with it. Order the items and make sure the items are organized
 - 1. Wii sports
 - 2. Mario Kart
 - 3. Just dance
 - a. Miscellaneous room
 - b. Jenga and board games in miscellaneous room
 - c. "Game room" = video games
- i. Nacho Libre
 - i. Lead:
 - ii. Event Date: Thursday, 1/16
 - iii. Location:
 - iv. Event Time: 4:00pm - 10:00pm
 - 1. Ballroom not accessible due to re-tiling project
- j. Paint Night
 - i. Lead:
 - ii. Event Date: Wednesday, 2/20
 - iii. Location:
 - iv. Event Time: 4:00pm - 9:30pm

1. Ballroom not accessible due to re-tiling project
 - a. Educational instead of cultural
 - b. Keep Sean
 - c. Have to buy new paint and location
 - i. *Location* courtyard
 - d. Move the event? So the location will work
 - e. Switched paint night with ocean sustainability

k. Cooking Class

- i. Lead:
- ii. Event Date: Thursday, 1/30
- iii. Location:
- iv. Event Time: 4:00pm - 9:30pm
 1. Ballroom not accessible due to re-tiling project
 - a. Keep in mind we need a hand washing station
 - b. Try connecting the CC rooms: 307, 308, 309 can fit 36 people each. Executive dining room can fit 48 in a U shape. Can have each U shape facing each other. Also do 2 sessions.
 2. Incorporate food insecurity (forward BonnyJean's email to lead)

l. Be Your Valentine

- i. Lead:
- ii. Event Date: Thursday, 2/13
- iii. Location: Campus Center Ballroom
- iv. Event Time: 4:00pm - 9:30pm
 1. DIY stations

m. CPR or Ocean Sustainability

- i. Lead:
- ii. Event Date: Wednesday, 1/22
- iii. Location: Campus Center Ballroom
- iv. Event Time: 4:00pm - 9:30pm
 1. Speakers from the marine science department
 2. The outdoors people talk about scuba diving etc.
 3. Showing of a movie

n. Living Legacy

- i. Lead:
- ii. Event Date: Thursday, 2/27
- iii. Location: Campus Center Ballroom
- iv. Event Time: 4:00pm - 9:30pm
 - a) We need to be in contact with BSA

- o. International Night Co-Sponsorship?
 - i. Lead:
 - ii. Event Date: TBD: Monday - Friday, 3/2 -3/6
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 5:00pm - 9:00pm
 - 1.

- p. Feminist Fair/Women Empowerment
 - i. Lead:
 - ii. Event Date: Wednesday, 3/5
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 4:00pm - 9:30pm
 - 1. Women's Day: Sunday, March 8
 - 2. Make it clear it's open to all genders
 - 3. Play hidden figures/feminist empowerment movie and host discussion panel?
 - a. Have women talk about the movie
 - b. Contact Women's Center on campus

- q. Manoa's Got Talent
 - i. Lead:
 - ii. Event Date: Wednesday, 3/11
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 4:00pm - 9:30pm
 - 1. At campus center courtyard
 - 2. Run it like poetry slam, except open to everything
 - 3. Buy christmas string lights, string it around the tent
 - 4. Ask KTUH to use flood lights

- r. Taste of Manoa
 - i. Lead:
 - ii. Event Date: Tuesday, 3/24
 - iii. Location: Campus Center Courtyard
 - iv. Event Time: 4:00pm - 9:30pm
 - 1. Check availability on Tuesday, 3/17 or Thursday, 3/13 for Pi Day theme
 - a. Pizza pie
 - b. Pot pie
 - c. Shepherd's Pie
 - d. Hand Pie
 - e. Dessert Pie
 - i. Move to March 14, for pie day.
 - ii. March 17th → st. patrick's
 - 1. Do saint patrick's themed food, everyone wear green

- s. Silent Disco
 - i. Lead:
 - ii. Event Date: Thursday, 4/2
 - iii. Location: Campus Center Ballroom
 - iv. Event Time: 4:00pm - 9:30pm
 - 1. Gaming night
 - 2. Don't do it in the ballroom, maybe incorporate CC rooms instead
 - 3. Do a clue game similar to amazing race
 - 4. Getting into character

- t. Aloha Bash Kick-Off
 - i. Lead:
 - ii. Event Date: Thursday, 4/9
 - iii. Location: Campus Center Courtyard
 - iv. Event Time: 10:00am - 2:00pm
 - 1. Photo booth
 - 2. Karaoke?
 - 3. Bouncy house* obstacle course
 - 4. Mini field day
 - a. Horse shoes
 - b. Tug-o-war
 - c. Sign liability
 - d. Giant jenga
 - e. Who can fight the bungee game with a bouncy house

- u. Aloha Bash Last Chance
 - i. Lead:
 - ii. Event Date: Monday, 4/20
 - iii. Location: Campus Center Courtyard
 - iv. Event Time: 10:00am - 2:00pm
 - 1. Do the scavenger hunt here instead.
 - a. Do the scavenger event for the AB kick-off
 - b. Have it related to Aloha Bash and they receive a free-ticket and meet and greet
 - c. Free tickets for the first x amount of people who show up
 - I. To motivate people to come

- v. Aloha Bash
 - i. Lead: Lexy & Ashley & Angelica
 - ii. Event Date: Friday, 4/24
 - iii. Location: Andrews Ampitheatre

iv. Event Time: 6:00pm - 12:00am

1. Potential artists:

a. Khalid

w. Cram Jam

i. Lead:

ii. Event Date: Sunday - Thursday, 5/10 - 5/14

iii. Location: Campus Center

iv. Event Time: Sunday, 9:00pm - 2:00am; Monday - Thursday, 10:00pm - 2:00am

1. Do the snackbar different. Make the snacks better, or serve breakfast longer

2. Make “midnight” breakfast earlier 11:30 to 12:30

3. Themed snacks?

VII. CCB Updates

A. Next Meeting: Wednesday October 9th @ 6:30 PM.

VIII. Chair Comments

A. Co Sponsorship Application-please comment/edit:

https://docs.google.com/document/d/1mQ1_0u_MDCzmjp2wo53oUrIgrEHtLzLfn1gB4G7SUA/edit

IX. Advisor Comments

A. Ally

a. Ally out Thursday 10/3

B. JoeAnna

a. Check out new event form on drive- search “Event Form Draft” (in GSA folder).

<https://docs.google.com/document/d/1rOrs37E4vomd1RaPSilLrjhU0N7frRRCZaWrNBOSScQ/edit>

Comments are welcome! You can comment right on the doc and I'll take suggestions into consideration.

X. EA Comments

A. I will print/edit all of the Meeting minutes/agendas onwards.

XI. Additional Comments

A.

XII. Reminders.

A. Don't forget to clock in/out using the google form:

<https://docs.google.com/forms/d/e/1FAIpQLScZC0oyNAPAnJ37yMm3wCfV23VUg8co1eu3idB7E1FDivxAig/viewform?c=0&w=1>

- B. Don't forget to submit your timesheet on SECE on the 15th and last day of every month!
- C. Don't forget to input your hours on the Fall 2019 AC Office Hours Google Doc every Monday!
- D. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar. Please review agenda prior to the start of the meeting!
- E. Wear your AC shirt, AC ID badge, and closed-toe shoes at all AC events. If you have long hair and are managing/working around food, please make sure to put it up during AC events.
- F. If you need help don't forget to ask! We're all working together.

II. **NEXT MEETING: WEDNESDAY, OCTOBER 9th @ 6:30PM**

III. Meeting adjourned at: 8:50 PM